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UNITED STATES DEPARTMENT OF AGRICULTURE
Food Distribution Administration
Washington, D. C.

January 14, 1943

TRANSPORTATION AND WAREHOUSING BRANCH MEMORANDUM NO. 3

To: All Personnel in the Branch

From: W. C. Crow, Chief

Subject: Custody and Disposition Division-Procedure in the Order, Transportation and Delivery Unit, Shipping Section

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PROCEDURE FOR MAINTAINING VENDORS AVAILABILITY AND FOR ORDERING TRANSFERS

1. Purchase Abstracts. The Commodity Branch Liaison Officer assigned to each Sub-Unit is responsible for providing the Custody and Disposition Division with copies of each purchase abstract. Abstracts are numbered serially and care must be exercised to see that a complete set is secured. Copies of the abstract are distributed to:
 - (1) Appropriate Posting Clerk through the Head of the Commodity Sub-Unit.
 - (2) Commodity Accountability Section (Mr. Quinn)
 - (3) Storage Section (Mr. Osgood)
 - (4) Typist Pool (Mrs. Crook) for maintenance of a central file.
 - (5) Assistant to the Section Chief (Mr. Brock)
2. Purchase Contracts. The Purchase Contracts will be filed in the Commodity Branches, and Liaison Officers from these Branches are responsible for providing the Order, Transportation and Delivery Unit with copies of the contracts or information contained therein, whenever one or the other is requested.
3. Purchase Announcements. Liaison Officers are also responsible for the distribution of purchase announcements in the same manner as purchase abstracts:
 - (1) Head of appropriate Commodity Sub-Unit
 - (2) Commodity Accountability Section (Mr. Quinn)
 - (3) Storage Section (Mr. Osgood)
 - (4) Typist Pool (Mrs. Crook) to be filed with Purchase Abstracts

4. Purchase Calendar. In addition, Liaison Officers are responsible for keeping the Order and Delivery Unit informed of proposed purchases by providing a copy of all Purchase Calendars to:
 - (1) Chief of the Unit (Mr. Guthrie).
 - (2) Head of the appropriate Sub-Unit.
 - (3) Assistant to the Section Chief (Mr. Brock).
5. Daily Report of Purchases. Copies of the Daily Report of Purchases will be received from Marketing Reports Section (Mr. Farthing) and distributed to:
 - (1) Chief of the Unit (Mr. Guthrie).
 - (2) Assistant to Section Chief (Mr. Brock).

Commodity Sub-Unit.

1. Posting Availability Cards. Contract Posting Clerk transcribes data on Purchase Abstract to Vendor Availability Record Card (Form PB-12), preparing a separate availability card for each f.o.b. point listed in the abstract and coding such f.o.b. points -01, -02, etc., in succession. This code number is placed at the end of the contract number, (e.g. 22191-01) and must be shown on all Transfer-Forwarding Ticket Control Forms (Form PB-13). It is not to be shown, however, on the Bills of Lading and Notices to Deliver which are later prepared from Form PB-13. In addition to availability cards for each f.o.b. point, separate cards are made up for each different grade, pack, size, etc., of a commodity purchased under a single contract. In this instance, the appropriate contract number (or sub-contract number if there is more than one f.o.b. point) is repeated on each card. It is especially important that separate availability cards be prepared for every commodity purchased to meet unusual conditions of climate, shipping, handling and the like. Finally the commodity units shown on availability cards must be identical to the purchase units listed in the abstract.
2. Disposal of Abstracts. Contract Posting Clerk notes "Completed" on copy of Abstract and files it by date of purchase. Posting Clerk then distributes Availability Record Cards to appropriate Order Clerk.
3. Filing of Vendor Availability Cards. Order Clerk places availability cards in an active file arranged by commodity, State of Vendor, and contract number or delivery date. The filing system for each Sub-Unit is as follows:

Fruit and Vegetable - By Commodity, State and Contract Number.

Dairy and Poultry - By Commodity, State and Contract Number.

Meats - By Commodity, Vendor and State.

Grain, Feed and Seed - By Commodity, State, Point where processed or held, and Contract Number.

Special Commodities - By Commodity, State and Contract Number.

4. Requests for Transfer. It is the primary responsibility of the Order Clerk to have commodities moved as they become available. Unless general disposition instructions have been given previously by the Head of the Commodity Sub-Unit, the Order Clerk prepares in long-hand duplicate copies of the Transfer-Forwarding Ticket Control (Form PB-13) and at the same time posts to the availability Card the amount awaiting assignment of consignee. (He does not, however, reduce the balance available until a final typed copy of Form PB-13 is returned to him from the Typist Pool. - See Page 9, Paragraph 1). The form PB-13 is next routed to the Head of the Sub-Unit, who will make assignment of consignee and War Shipping Administration serial number on the basis of loading requirements and information furnished by the Assistant to the Section Chief, (Mr. Brock). The duplicate copy of the long-hand Form PB-13 is retained by the Order Clerk for informational purposes, while the original is being processed through the office.

The Order Clerk should be careful at this point to prepare a separate ticket for each consignee, (for example, several different warehouses or a warehouse and an outport). Care should also be taken that no ticket orders a movement of more than 99 cars. When more than 99 cars are involved in a single shipment, two or more individual tickets shall be prepared.

After assignment of consignee, the Order Clerk posts the correct Delivery Order Number symbol for the shipment, (See exhibit A). He now has the responsibility for seeing that the Form PB-13 progresses through the following general steps:

- (1) Head Order Clerk notes under "Remarks" whether the Typist Pool, in preparing the Notice to Deliver, should instruct the vendor or warehouseman to follow Plan "A", Plan "B", or Plan "C" in the distribution of his documents.
- (2) Transportation Officer in the Sub-Unit supplies routing information and initials his instructions.
- (3) Requisition Control Clerk (Mrs. Younkin) in the office of

the Unit Chief assigns, as appropriate, MFO or Requisition Number.

(4) Delivery Order Number Clerk (Mr. Matheson) in the Office of the Unit Chief supplies the next delivery order number in the series.

(5) Call Forward Number and QMR (Quartermaster Release) are furnished, when necessary, that is, when the movement is to port, by the ODT Permit Clerk (Mr. Horn) in the Office of the Unit Chief.

(6) Typist Pool (Mrs. Crook) types and distributes the appropriate number of Forms PB-13, Notices to Deliver and Bills of Lading from the Order Clerk's long-hand copy of Form PB-13.

Since the general procedure outlined above is modified slightly for different types of movement or billing, more detailed instructions for each are given below.

5. Rush Shipments. When, for any reason, a shipment must be handled in a rush manner, the following practice is to be observed:

(a) Only the Sub-Unit Head or the Transportation Officer can designate a shipment as "rush". Other members of the staff who feel that a given shipment is urgent should secure a clearance from the Sub-Unit Chief;

(b) On such shipments the word "Rush" is written in large letters on the face of the long-hand copies of Form PB-13. This designation is in turn copied by the Typist Pool on the typed copies of the form;

(c) When the Order Clerk receives the typed copies back from the Typist Pool, he is to turn over the duplicate long-hand copy of the Rush Form PB-13 to the Transportation Officer who is responsible for following the shipment through;

(d) As the car cards evidencing shipment and other changes in status are received, the Record Clerk makes the appropriate entries on the record copy of the rush form PB-13 and provides this information to the Transportation Officer immediately.

(e) Based on this information and such additional information as may be available, the Transportation Officer is to maintain close check on the movement and take such action as is necessary to insure its completion. In general, the Transportation Office will see that all orders are completed on schedule, i.e., sufficient quantity moves out to cover the order and all cars making up this quantity arrive at destination on schedule. To this end the Transportation Officer keeps a close check on all tickets and car numbers applied to those tickets.

6. (a) Movement from Vendor to Port. If the commodity is to be moved directly from vendor to port for export or is to be moved to an inland diversion point for later disposition instructions, the Order Clerk follows the procedure outlined previously in paragraph 4.

(b) Movement from Vendor to Warehouse. If the commodity is to be moved directly to the warehouse, the Order Clerk routes the long-hand copy of Form PB-13 to the Storage Section (Mr. Osgood) for assignment of warehouseman. A "Request for Transfer Ticket to Storage" (Form PB-15) will be prepared by the Storage Section, all copies of which are returned by the Commodity Sub-Unit for approval and routing instructions of The Transportation Officer. After approval, all copies are routed to the appropriate Order Clerk, who now prepares the final long-hand draft or drafts of PB-13. The Order Clerk next obtains a Delivery Order Number from the Office of the Unit Chief (Ordinarily no MFO or Requisition Number is needed), notes this number on all copies of Form PB-15 for the Storage Section in a letter tray provided for that purpose, and then routes the long-hand copy or copies of Form PB-13 to the Pool for typing.

(c) Movement out of Warehouse. If the commodity is to be moved out of storage, upon the initiation of the Order Clerk or upon the initiation of the Head of the Sub-Unit, the Order Clerk receives an assignment of consignee from the Sub-Unit Head as for a movement from vendor to Port. The procedure outlined previously in Paragraph 4 is followed here, with the addition that when the appropriate documents are returned to the Head of the Sub-Unit for signature, (See paragraph "G" under distribution of forms) the Transportation Officer attaches his copy of the "inbound expense bill" to these documents before mailing them to the warehouseman.

7. (a) Billing Prepared in Washington. When the Bill of Lading (Std. Form 1058) and the Notice to Deliver (FFC Form 1512) are to be prepared in Washington, the procedure previously outlined in Paragraph 4 is followed by the Order Clerk.

7. (b) Billing Prepared in the Field. When, in order to expedite shipment, the Bill of Lading and the Notice to Deliver are prepared at some billing office other than Washington, the Order Clerk prepares a preliminary long-hand copy of Form PB-13 and posts to the Availability Card the quantity awaiting shipment. He then prepares typed teletyped message to the appropriate field office for the signature of the Head of the Sub-Unit.

If application on the ticket is to be made in Washington, this information will be included in the teletype and the Form PB-13 can be completed at once by the Order Clerk in the usual manner. If, however, application to the ticket is to be made in the field, the long-hand copy of Form PB-13 is immediately placed in a "Pending Information" file, with a copy of the teletype attached. As notification of shipments on the ticket come through from the field, the Order Clerk prepares a Form PB-13 for typing and regular distribution, except that he should note on the ticket the fact that the Bill of Lading and the Notice to Deliver have already been prepared in the field. It is particularly important that a separate ticket be made for each individual shipment on the day notice of the shipment is received, rather than wait until all shipments on a ticket are completed. In each case, specific notation is to be made on the ticket that it represents but a partial application (e.g., "This ticket covers 10 cars out of 00 on this Order Number"). Further, the ticket covering the final shipment should clearly state that it completes applications on the Order Number. It is the responsibility of the Order Clerk to examine this "Pending Information" file daily and to submit to the Head of the Sub-Unit a written memorandum listing tickets on which information from the field is overdue.

- (c) Commercial Bill of Lading. Form PB-13 must be prepared and distributed in the regular manner in every instance where conditions necessitate telegraphic advice directing the shipper to use a commercial bill of lading for which a Government bill of lading is later to be exchanged.

Notice to the shipper is generally made by commercial telegram. This telegram is prepared for the signature of the Head of the Sub-Unit. All copies are routed to the Transportation Officer, who is responsible for distributing copies as follows:

Original and copy 1	- Telegraph Office
Copies 2 & 3	- Appropriate Field office (either New York or San Francisco)
Copies 4 & 5	- Central files
Copy 6	- Transportation Officer
Copy 7	- for filing in Sub-Unit

8. Amendments and Cancellations. No change in commodity balances available from vendor shall be made on Form PB-12 unless Form PB-13 is prepared and distributed as outlined herein. In cases of amendments or cancellations of disposition orders, Form PB-13 must be prepared and shall reflect clearly the fact that it represents an amendment or a cancellation.
9. Notice to Outport Representatives. Ordinarily, Outport Representatives will receive information on shipments to their ports through the copies of Form PB-13 and PBO-3 provided for this purpose. In those instances where shipments are handled by wires or phone, or where for any other reason the preparation and distribution of the Form PB-13 or PBO-3 is delayed, it is the responsibility of the Order Clerk to see that notice by wire is sent to the Outport Representative.

A wired notice to the Outport Representative should also be sent, whenever the haul is relatively short and the probability is that the shipment will arrive at the outport prior to receipt of the ticket. This wired notice is particularly important when the shipment is handled by truck and the Outport Representative would have difficulty in securing notice of arrival.

10. Notices of Reconsignment. When it is necessary to reconsign cars from on track at diversion points and ports, the representative at these points must supply the head of the appropriate commodity sub-unit with the actual car numbers to be reconsigned, showing the definite destination to which they will be reconsigned. The appropriate sub-unit head will then supply the representative with a ticket number for each destination and each commodity showing the sub-numbers to be applied. When the commodity sub-unit supplies this information by telephone or wire, provision must be made for immediate notification of the action to the Commodity Accountability Section. This notification may be made by a long-hand copy of PBO-3.

Form PBO-3 is to be typed and distributed, as soon as possible, in accordance with Paragraph F under Section 10.

11. Distribution of Forms. Distribution of Form PB-13 - PBO-3, Bills of Lading and Notices to Deliver shall be made by the Typist Pool (Mrs. Crook) in all cases. The appropriate distribution are as follows:

A. Transfers Direct from Vendor to Port.

(1) Form PB-13 - Original and five copies.

- Original - Commodity Sub-Units, to appropriate Record Clerk through Order Clerk who prepared original.
- Copy 1 - Transportation Officer in appropriate Commodity Sub-Unit.
- Copy 2 - Commodity Accountability Section (Mr. Quinn).
- Copy 3 - Appropriate Outport Representative.
- Copy 4 - Requisition Control Clerk (Mrs. Younkin).
- Copy 5 - New York Office, 150 Broadway, Attn. Mr. Evans.

(2) Bill of Lading Original and eight copies (std. Form 1058).

Original and 7 copies - Vendor

Pink copy - Transportation Officer in appropriate Commodity Sub-Unit.

11. (continued)

- (3) Notice to Deliver - Original and three copies
(Form 1512)

Original and one copy - Vendor

Copy 2 - Typist Pool - Filing Clerk (to be filed with
long-hand copy of Form PB-13 by commodity and
delivery order number.

Copy 3 - Appropriate field office

- (4) Letter of Transmittal - Original only - Vendor.

B. Transfers from Vendor to Warehouse:

- (1) Form PB-13 - Original and five copies ordinarily:

Original and 2 copies - as in A (1) above.

Copy 3 - - Storage Section (Mr. Osgood).

Copy 4 - - Requisition Control Clerk (Mrs. Younkin).

Copy 5 - - New York Office, 150 Broadway, Attn. Mr. Evans.

Copy 6 - - (Appropriate Outport Representative only if
warehouse is located in same city).

- (2) Bill of Lading - As in A (1) above.

- (3) Notice to Deliver - As in A (2) above.

- (4) Letter of Transmittal - As in A (3) above.

C. Transfers from Warehouse to Port:

- (1) Form PB-13 - Original and six copies:

Original and 2 copies - as in A (1) above.

Copy 3 - - Storage Section (Mr. Osgood).

Copy 4 - - Appropriate Outport Representative.

Copy 5 - - Requisition Control Clerk (Mrs. Younkin).

Copy 6 - - New York Office, 150 Broadway, Attn. Mr. Evans.

- (2) Bill of Lading - Original and eight copies:

Original and 7 copies - Warehouse concerned.

Pink copy - Transportation Officer in appropriate
Commodity Sub-Unit.

- (3) Notice to Deliver - Original and four copies:

Original and 1 copy - Warehouse concerned.

Copy 2 - - Appropriate (Field Office).

Copy 3 - - Storage Section (Mr. Osgood).

Copy 4 - - Typist Pool, to be filed with long-hand
copy of Form PB-13, by commodity and delivery
order number.

- (4) Letter of Transmittal - Original only.

Original - Warehouse concerned.

D. Transfers from Warehouse to Warehouse:

- (1) Form PB-13 - Original and five copies ordinarily:

As in B (1) above.

- (2) Bill of Lading - As in C (2) above.
(3) Notice to Deliver - As in C (3) above.
(4) Letter of Transmittal - As in C (4) above.

E. Transfers to Section 32 from GCP Stocks.

- (1) Office of Chief, of Order, Transportation and Delivery Unit will receive a list from the Distribution Branch (Claude Morris) requesting the quantity and commodity required, showing the State Order number and distribution for each carload. This list will be forwarded to the appropriate Commodity Sub-Unit.
- (2) Transfers to Section 32 from Warehouse: Form PB-13 to be prepared in original and 3 copies and distributed as follows:

Original - Commodity Sub-Unit, to appropriate Record Clerk, through Order Clerk who prepared original.

- Copy 1 - Commodity Accountability Section (Mr. Quinn)
Copy 2 - Storage Section (Mr. Osgood)
Copy 3 - Requisition Control Clerk (Mrs. Younkin)

Notice to Deliver: Original and 3 copies:

Original and one copy - Warehouse concerned.

- Copy 2 - Appropriate Field Office
Copy 3 - Typist Pool to be filed with long-hand copy of Form PB-13, by commodity and delivery order number.

F. Reconsignments from Diversion Point to Port.

- (1) Form PBO-3 - Original and five copies:
Original - Commodity Sub-Unit, to appropriate Record Clerk, through Order Clerk who prepared original.
Copy 1 - Transportation Officer in appropriate Commodity Sub-Unit.
Copy 2 - Commodity Accountability Section (Mr. Quinn)
Copy 3 - Appropriate Outport Representative.
Copy 4 - New York Office, 150 Broadway, Attn. Mr. Evans.

G. Summary of Forms Distribution to Commodity Sub-Unit: In most instances the Typist Pool will return the following documents to the Head of the Sub-Unit for signature and mailing:

- (1) Bill of Lading - Original and seven copies:
(2) Notice to Deliver - Original and one copy.
(3) Letter of Transmittal - Original only.

The following documents will be returned to the Sub-Unit for filings:

- (1) Form PB-13 - Original and one copy.

(Original filed by Record Clerk).

(Copy filed by Transportation Officer).

- (2) Bill of Lading - Pink copy.

(Filed by Transportation Officer).

- (3) Form PEO-3 - Original and one copy.

(Original filed by Record Clerk).

(Copy filed by Transportation Officer).

H. Daily Recap. of Tickets Issued. The Typist Pool will hold the copies of form PB-13 and form PEO-3 for Outport and Diversion Point Representatives until the end of the day, when these copies will be segregated and mailed to the appropriate representative. As reflected in the distributions set forth above, the New York Office will receive a copy of every form PB-13 and form PEO-3 that is prepared. Before mailing, however, the pool shall prepare in original and four copies a daily summary listing all tickets issued that day. The distribution of this daily recap. shall be as follows:

Original - Requisition Control Clerk (Mrs. Younkin).

Copy 1 - Commodity Accountability Section (Miss McPhail).

Copy 2 - Assistant to Section Chief (Mr. Brock).

Copy 3 - San Francisco Office (Mr. Levi).

Copy 4 - New York Office (Mr. Evans).

PROCEDURE FOR MAINTAINING POSITION CONTROL RECORDS.

1. Receipt of Form PB-13 in Commodity Sub-Unit. Upon receipt of form PB-13 from the Typist Pool, the Order Clerk verifies the quantity ordered as well as the consignee, both of which were originally recorded on the Vendor Availability Record Card (Form PB-12). He then posts the Delivery Order Number on that card and routes Form PB-13 to the Record Clerk who files it according to the type of movement.
2. Receipt of Car Cards. Two copies of the "car cards" showing shipment are received in the office of the Unit Chief, (Mr. Guthrie). Both copies are carefully checked to insure that they are identical and both copies are stamped with a serial numbering machine. Both copies must display the same number. One set of cards is then sorted by Commodity and routed to the Record Clerk concerned in the appropriate Commodity Sub-Unit. The remaining set is routed to the Commodity Accountability Section (Mr. Quinn) for recordation.

3. Receipt of Daily Reports. Daily telegraphic reports, listing any changes in the status of cars, are received from Outport Representatives and certain representatives stationed at diversion points. These telegraphic reports are received by the Office of the Unit Chief, in duplicate and are segregated according to the commodities assigned to each Sub-Unit. One copy is cut up according to commodity grouping and the parts are routed to the appropriate Sub-Unit. The remaining copy is routed to the Commodity Accountability Section (Mr. Quinn).
4. Receipt of Weekly Written Reports. Weekly written reports are likewise received from Outport Representatives and Representatives at diversion points. These are received in the Office of the Unit Chief, in seven copies, and are distributed as follows:

- Copy 1 - Commodity Accountability Section, (Mr. Quinn).
- Copy 2 - Office of Unit Chief, (Mr. Guthrie).
- Copy 3 - Fruit and Vegetable Sub-Unit.
- Copy 4 - Dairy and Poultry Sub-Unit.
- Copy 5 - Meats Sub-Unit.
- Copy 6 - Grain, Feed, Seed. Sub-Unit.
- Copy 7 - Special Commodity Sub-Unit.

5. Maintenance of Position Control Files:

(a) Movement from Vendor Direct to Port:

(1) "Ordered to Port but not Shipped" file. Upon receipt of a typed Form PB-13 from the Order Clerk, representing a shipment from a vendor direct to an outport, the Record Clerk files this in a note-book by commodity, "program of use" and "F" number. This constitutes his "Ordered to Port but not Shipped" file.

(2) "Enroute to Port" File. When the Record Clerk receives a Car Card, he checks the card against his "Ordered but not Shipped" file by recording in the appropriate columns of form PB-13; (1) the date of shipment, (2) the net weight of each car and (3) the car number. (See paragraph 4 below for use of this car number). If a discrepancy is found here between the quantity ordered and the quantity actually shipped, this should be called to the attention of the Head of the Sub-Unit for adjustment of vendor availability. If car cards are received for which the Record Clerk has no corresponding Form PB-13, this should be called immediately to the attention of the appropriate Order Clerk for preparation and regular distribution of Form PB-13. Likewise, if an existing PB-13 should be amended, this should be called to the attention of Order Clerk for preparation and distribution of a corrected PB-13.

After completion of this check, car cards are placed in an "Enroute to Port" file, according to commodity, program of use, and outport. This file then becomes a record of all commodities which are in transit to port.

(3) "On Track at Port" File. When the Record Clerk receives a telegraphic advise that a carload lot has arrived at an outport, he lifts the car card from his "Enroute to Port" file and places it in an "On Track at Port" position, filed according to commodity, proposed use (i.e. United Kingdom, Caribbean, etc.) and out port.

(4) "Lifted at Port" file. After receiving word that the carlot has been lifted, the Record Clerk notes the date of lifting on the car cards, refers back to the initiating Form PB-13 and notes "Lifted _____ (date)" opposite the car number which the card covers. He then places the card in a "Lifted at Port" file arranged by commodity and program of use.

At the end of each month, the "lifted" cards are sent to the Commodity Accountability Section as a permanent record of disposition.

(b) Movements from Vendor Direct to Warehouse.

(1) "Ordered to warehouse but not Shipped" File. In addition to his "Ordered to Port but not shipped" file, the Record Clerk maintains an "Ordered to Warehouse but not Shipped" file. This consists of all Forms PB-13 bearing "W" delivery order symbols. They are filed in a note-book by commodity and "W" number.

(2) "Enroute to Warehouse" File. Upon receipt of a car card showing shipment from Vendor, the Record Clerk follows the same procedure as for movement from vendor direct to port. (1) entering in the form PB-13 the date of shipment and the net weight of the car, (2) calling discrepancies and overdue movements to the attention of the Head of the Sub-Unit, and (3) informing the appropriate Order Clerk if there is no corresponding Form PB-13 on file.

After completion of this check, the car cards are placed in an "Enroute to Warehouse" file, according to commodity, location of warehouse and tentative program of use. This file is then a record of all commodities which are in transit to warehouse.

(3) "Available in Warehouse" file. Upon notification from a warehouseman that shipment has been received, the Record Clerk posts the "lot number" on the appropriate car card and moves from the "Enroute" position to an "Available in Warehouse" file, arranged by commodity, location of warehouse, and tentative program of use. As with vendor's availability, it is the primary responsibility of the Order Clerk to move commodities in warehouses. Once each month, however, a committee composed of the Head of the Sub-Unit, the Commodity Branch Liaison Man and Mr. Austin of the Transportation and Warehousing Branch will review a tabular summary of all commodities in warehouses to insure prompt movement.

(c) Movement from Warehouses.

(1) Transfer from Warehouses. Upon the instructions of the Head of the Sub-Unit, the Order Clerk prepares a form PB-13 to move carloads from storage to an outport or, in some instances, from storage to storage.

The same procedure is followed here as for movements from vendor with regular distribution of form PB-13 by the Typist Pool. When the Record Clerk receives the original copy of the form PB-13, he places it in a note-book file "Transferred from Storage but Not Shipped", arranged by commodity, program of use, and delivery order number.

2. "Enroute to Port" or "Enroute to Warehouse" Files. Upon telegraphic notice of shipment from warehouse, the Record Clerk enters on the form PB-13 the date of shipment, net weight of each car, and the car number. He then lifts the car card from his "Available in Warehouse" file, notes the new delivery order number, date of shipment, and consignee on the card, and places it in his "Enroute to Port" file, together with the cards for movements from vendor direct to port. If the carlot is moving from one warehouse to another warehouse, the same notation is made and the car card is placed back in the "Enroute to Warehouse" file along with the cards for movements from vendor direct to warehouse. If, in certain instances, the car is moving from warehouse to a diversion point, the card is placed in his "Enroute to Diversion Point" file. When a car card is received from the field for this transfer from storage, this new card shall be stapled to the face of the original car card and shall move with it in the position files.

(d) Movements from Vendor to Diversion Point.

(1) "Ordered to Diversion Point but not Shipped" File: The Record Clerk also maintains an "Ordered to Diversion Point but not Shipped" file for shipments ordered from vendor to a diversion point. The Forms PB-13 are filed in a separate notebook according to commodity, tentative program of use, and "T" number.

(2) "Enroute to Diversion Point" File: Upon receipt of a car card showing shipment from vendor, the Record Clerk checks his "Ordered to Diversion Point but not Shipped" file by recording on the form PB-13, as previously, the date of shipment, the net weight of each car, and the car number. Discrepancies and overdue shipments are called to the attention of the Head of the Sub-Unit, and the appropriate Order Clerk is informed if there is no corresponding Form PB-13 for a car card.

After completion of this check, car cards are placed in an "Enroute to Diversion Point" file, according to commodity, diversion point, and tentative program of use. This file is then a record of all commodities which are in transit to a diversion point.

(3) "On Track at Diversion Point" File: Upon notification that a car has arrived at diversion point, the Record Clerk lifts the appropriate car card from his "Enroute to Diversion Point" file and places it in an "On Track at Diversion Point" position, according to commodity, diversion point, and tentative program of use. Daily the Record Clerk will give to the Head of the Sub-Unit a written memorandum listing cars "On track at Diversion Point" and showing the date of arrival.

(4) "Enroute to Port" and "Enroute to Warehouse files: After the head of the Sub-Unit has given instructions for reconsignment, the Order Clerk

prepares a Reconsignment Transfer-Forwarding Ticket (Form PBO-3). After the Transportation Officer has supplied routing information but before the delivery order number is obtained, the form PBO-3 must be cleared through the office of the Unit Chief, (Mr. Guthrie) for coordination of shipping instructions. After this approval has been signified, the MFO or requisition number, the delivery order number, and the CIR number are applied in the office of the Unit Chief, and the Form PBO-3 is routed to the Typist Pool for typing and distribution.

When the Record Clerk receives the typed Form PBO-3 from the Typist Pool, he removes the appropriate car cards from the "On Track" position and notes on them, the date of reconsignments, new consignee, and new delivery order number. If the reconsigned carlot is moving to port, the card is placed in the "Enroute to Port" file, together with cards for movement direct from vendor to port. If the reconsignment is to warehouse, the car card is placed in the "Enroute to warehouse" file with cards for movements direct from vendor to warehouse. If, however, the warehouse is located near the diversion point, the card may be placed immediately in the "Available in Warehouse" file.

(5) "Reconsigned from Diversion Point" File: The typed form PBO-3 is now filed by the Record Clerk in a "Reconsigned to Port but not Shipped" file, or, in a few instances, to a "Reconsigned to Warehouse but not Shipped" file. These two "reconsigned from diversion point" files are maintained as separate sections in the same notebooks as the "Ordered to Port but not Shipped" and the "Ordered to Warehouse but not Shipped" file, and are filed according to commodity, program of use, and delivery order number.

(6) Maintenance of Car Card File. The maintenance of accurate and complete Car Cards Files is of the utmost importance, consequently, if for any reason, Cards are removed from the file, care must be taken to see that they are replaced promptly.

IV. Movements for Cash Sales to Army, Navy, etc.

(1) Cash Sales File: A shipping ticket must be prepared and distributed for every cash sale in order to maintain accurate availability records. Form PB-13 shall be used for cash sales directly from vendor or from warehouse and form PBO-3 (reconsignment) for cash sales from diversion point or from outport position. In these instances, the first delivery order symbol will be "D". Upon receipt of a "D" ticket, the Record Clerk removes the appropriate car card from the position files and places it in a "Cash Sales" file, according to commodity, consignee (i.e. Army, Navy, etc.) and delivery order number. The form PB-13 or form PBO-3 is placed in a notebook file of "cash sales tickets", arranged by commodity, consignee, and "D" number. These files should then be a record in the Order and Delivery Unit of all cash sales made.

PROCEDURE FOR MAINTAINING REQUISITION CONTROL RECORDS.

1. Requirements. Information on general requirements will be received by the Assistant to the Section Chief (Mr. Brock). This shall be communicated to the Chief of the Order and Delivery Unit (Mr. Guthrie) and in turn to

each of the Heads of the Commodity Sub-Units in memorandum form. The Heads of the Commodity Sub-Units will act on this advice for general disposition of commodities. This same procedure will also be followed for specific loading requirements.

2. Requisition. All Lend-Lease requisitions will be received in the Office of the Unit Chief (Mr. Guthrie) by the Requisition Control Clerk (Mrs. Younkin). Upon receipt of a requisition, the Chief of the Unit will inform the appropriate Commodity Sub-Unit Head by memorandum. Requisition control records will, however, be maintained in the office of the Unit Chief, including a numerical file of all tickets issued. All MFO and requisition numbers will be assigned to Order Clerks from this central point, as well as delivery order numbers for all programs. Since quantities actually shipped from vendors are frequently different from quantities ordered, the Requisition Control Clerk will contact the various Record Clerks to obtain accurate information on the total net weight shipped from vendors under each requisition. These data are available from the completed "F" tickets in the "Ordered to Port but not Shipped" and the Reconsigned to Port but not Shipped" files of the Record Clerk.

RESPONSIBILITY FOR FLOW OF DOCUMENTS.

The Assistant to the Unit Chief (Mr. Camalier) is responsible for seeing that the flow of papers in and out of the Order and Delivery Unit is expeditious and uninterrupted. Members of the staff who do not receive the required information promptly, or for any reason, are unable to supply the outgoing information promptly, should discuss the matter with him.

William C. Crow

Attachments

TELEPHONE DIRECTORY

ORDER, DELIVERY, AND TRANSPORTATION UNIT

		<u>ROOM NO.</u>	<u>EXT. NO.</u>
Ben C. Guthrie	Chief, Order & Transportation & Delivery Unit	0747	5635-6
Eugene Kiley	Assistant	0744	4197-6
Robert P. Camelier	Assistant	0747	5635-6

MEATS SUB-UNIT

Arthur Mead	Head, Meats Sub-Unit	0733-A	3086
Arthur G. Garvey	Transportation Officer	0739	4311
Edward Garrison	Head Order, Clerk, Canned Meats	0745	3149
Preston Hale	Order Clerk, Canned Meat	0745	3149-2
Charles Pearl	Order Clerk, Canned Meat	0745	5446
Martha Ball	Order Clerk, Smoked & Cured Meats	0739	4819-2
Mrs. Willard Brasch	Order Clerk, All barreled Pickled Meats & Frozen Meats	0739	4819-2
Vacancy	Head Order Clerk, Lard & Misc.	0739	3631-2
Elwood Clark	Order Clerk, Lard & Pork Fats	0739	3631-2
Alfred Marsden	Order Clerk, Oils	0739	3631-2

DAIRY & POULTRY SUB-UNIT

Howard W. Lang	Head, Dairy & Poultry Sub-Unit	0733-A	3086
Ben Dunn	Transportation Officer	0723	5980
Nina Magro	Head Order Clerk, Dry Skim Milk, Condensed, Evaporated & Dry Whole Milk	0727	3635-4
Edward J. Waters	Head Order Clerk, Cheese & Butter	0723	4843
Deane Henderson	Head Order Clerk, All Type Eggs	0727	4900

FRUITS & VEGETABLES SUB-UNIT

Tom J. Dowd	Head, Fruit & Vegetable Sub-Unit	0719	3664-5
Taylor Jones	Transportation Officer	0721	6249
George Rotuno	Head Order Clerk, Canned Fruits	0719	3664-5
Oren T. Eason	Order Clerk, Canned Fruits	0719	3664-5
Bonner K. Nabors	Head Order Clerk, Dried Fruits & Vegetables	0719	3664-5
Sam Shelby	Order Clerk, Dried Fruits & Vegetables	0719	3664-5

SPECIAL COMMODITIES SUB-UNIT

		<u>ROOM NO.</u>	<u>EXT. NO.</u>
O. Martel Bowen	Head, Special Commodities Sub-Unit	0744	4197
Richard J. Walker	Transportation Officer	0744	4197
Wilson Gilliom	Order Clerk, Fish	0744	4197
William Kreuser	Order Clerk, Naval Stores & Tobacco	0744	4197
Harold Simon	Order Clerk, Sugar	0750	5874
Vivian Pelter	Order Clerk, Army Biscuits & Misc. Commodities	0744	4197
Anna Flynn	Order Clerk, Vitamins & Acids	0744	4197
Walter Bowles	Order Clerk, Cotton	0751	5457
Mary Birch	Records on all Commodities	0744	4197

GRAIN, FEED & SEED SUB-UNIT

LeRoy E. Loeller	Head, Grain, Feed, & Seed Sub-Unit	0750	5874
George Boege	Transportation Officer	0750	5874
George Maskell	Order Clerk, Seeds	0750	5879
Fred Jensen	Head Order Clerk, Rice, Grain Feed, and Flour	0750	5874
Hollister Rhine	Order Clerk, Rice, Flour, & Grain	0750	5874

Delivery Order Number Symbols
for All Programs

Delivery Order Numbers used to identify shipments for all programs are prefixed by a symbol of four letters. The first letter indicates the general type of movement, the second letter the program holding the title to the shipment, and the third and fourth letters the program of use (i.e. consignee). Thus, TF--signifies a GCP purchase moving to an inland point for diversion, and FF--indicates a GCP purchase moving to an outport for export under Lend-Lease. In the latter case, FTAB represents an export to the United Kingdom and FFAR an export to the Soviet Union.

The letters assigned for these specific purposes are as follows:

FIRST LETTER: (Type of Movement)

Inland movement - for diversion.....	T
for storage.....	W
to processor.....	P
for salvage.....	R
to another program.....	S
Export movement - under Lend-Lease.....	F
to another program.....	E
All sales for cash.....	D
For account of another agency.....	K

SECOND LETTER: (Program Holding Title)

Section 32 Programs.....	M
Program J-58a.....	R
Defense Aid Program.....	D
Program TEP.....	H
Program CSP.....	G
Program GCP.....	F
Special.....	X
Other agency.....	Y

THIRD and FOURTH LETTERS: (Program of Use)

<u>Consignee</u>	
United Kingdom.....	AB
British (Military Possessions).....	AE
U.S.R.R.....	AR
Free French.....	AF
Poland.....	AP
Yugoslavia.....	AY
Salvage.....	AS
U. S. Navy.....	AN
U. S. Army.....	AA
U. S. Marine Corps.....	AD
Colonial Liaison.....	AL
Russian War Relief.....	AW
Sweeden.....	AG
Switzerland.....	AK
Red Cross.....	AJ
Any Section 32 Programs.....	AM
Caribbean.....	AC
Hawaii.....	AH
Not earmarked.....	AO

<u>Consignee</u>	<u>Letters</u>
Return to vendor.....	AV
Experimental.....	AX
Reject to carrier.....	AU
Buffale Whse.....	AZ
Alaska..... (Interior).....	AT
Individual or Corporations.....	BA
Turkey.....	BB
Greece.....	BD
Defense Supply Corp.....	BE
North Africa.....	BF
Coord. of Inter-Amer. Affairs.....	BG
Rubber Reserve Co.....	BH
Fed. of Icelandic Society.....	BI
Stabilization Corp., Ltd.....	BJ
Vet. Admin.....	BK
Welfare.....	BL
Maritime Commission.....	BM
Fighting French.....	BF

